

04 JUNE 2004

Personnel

USAFA CADET SCREENING
FOR YOUTH ACTIVITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-35, *United States Air Force Academy*. It explains how cadets are selected and screened in order to participate in youth (under age 18) related events and programs. Requires collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 United States Code 8013, *Secretary of the Air Force*. This instruction implements Secretary of the Air Force guidance, establishes policy, assigns responsibilities and prescribes procedures for background checks and evaluations for all cadets involved in youth programs, that have youth under the age of 18 in Federal facilities, or under the auspices of United States Air Force Academy (USAFA) sanctioned activities, events or programs. This instruction applies to all organizations, units, and offices with events, activities, and programs that occur during the USAFA academic year and summer period. USAFA will institute a formal, systematic screening process that ensures cadets are evaluated for behavior, judgment, and maturity factors by senior leadership prior to engaging in any event or activity involving youth. Cadets will be screened prior to selection for youth programs or events, and again immediately prior to the start of the program or event, for any last-minute changes in status. See [Attachment 1](#) for a glossary of references and supporting information.

1. Program and Event Participants. All USAF Academy-sanctioned programs or activities, not expressly covered by this instruction, are required to follow the directives in this instruction. USAFA units or offices organizing an event or sponsoring an activity involving youth will abide by the directives contained in this instruction, and will request the Office of Primary Responsibility (OPR) of this instruction to include the program in the next revision. USAFA programs or events required to comply with this instruction include:

1.1. USAFA Youth Programs And Events

EVENT NAME	SPONSORING ORGANIZATION
Summer Seminar	HQ USAFA/RR

EVENT NAME	SPONSORING ORGANIZATION
Sports Camp	34 TRW/AH
Boy Scouts of America	BSA
Philmont Rangers	HQ USAFA/DF
Chemistry Olympiad	HQ USAFA/DF
Teen Aviation Camp	10 MSG/SV
Society of American Civil Engineers Camp	HQ USAFA/DF
Cadet Air and Space Instructors	34 TRW
Appointee Orientations	HQ USAFA/RR
Boy Scouts of America Freezoree	34 TRW
Cadet for a Day program	34 TRW
Big Brothers and (or) Big Sisters	34 TRW
Halloween	34 TRW
Easter Egg Hunt	34 TRW
Local area tutoring	34 TRW
NOTE: THIS LIST IS NOT ALL INCLUSIVE.	

2. USAFA Policy. It is USAFA policy to:

- 2.1. Establish a standardized and comprehensive process for screening cadets participating in programs or activities involving youth under the age of 18 on USAFA or in the local area.
- 2.2. Provide fair, impartial, and equitable consideration before a cadet is disqualified from participating in youth programs, or related duties as part of activities covered by this Instruction.
- 2.3. Protect youth under age 18 by disqualifying or removing cadets from programs or activities involving direct contact with youth via the requirements and criteria outlined in the purpose statement of this publication.

3. Roles and Responsibilities:

- 3.1. The Director of Staff, Headquarters USAFA (HQ USAFA/DS) will:
 - 3.1.1. Ensure compliance with this instruction.
 - 3.1.2. Complete an annual review to determine which USAFA programs fall within the scope of this Instruction, in addition to those listed in Table 1.1.
- 3.2. The Commandant, 34th Training Wing (34 TRW/CC) will:
 - 3.2.1. Oversee the suitability of screening procedures for the Superintendent, Headquarters USAFA (HQ USAFA/CC), as specified under this Instruction.
 - 3.2.2. Develop procedures to implement this instruction, in accordance with DoD Instruction 1402.5., *Criminal History Background Checks on Individuals In Child Care Services*, January 19,

1993, (Paragraph E6.1.3 and E6.5.1) that outlines criteria to determine the appropriateness of individual cadets to participate in USAFA-sanctioned camps, orientations, seminars, programs or activities involving youth under the age of 18.

3.2.3. Screen all cadets assigned to perform duties in these programs for quality force, judgment and maturity, as requested by program sponsors. As a minimum, cadets will be screened by the Air Officer Commanding and verified by the Group Air Officers Commanding at the time of selection and approved by 34 TRW/CC or Vice Commandant, 34th Training Wing (34 TRW/CV) again within two weeks of the start date of any and all Academy-sanctioned programs, camps, orientations, programs, or seminars employing cadets in positions involving direct contact with youth.

3.3. The Commander, 10th Air Base Wing (10 ABW/CC) will:

3.3.1. Through 10th Security Forces Squadron (10 SFS), ensure Cadet Security Clearance applications are completed and assist as required in criminal background checks.

3.3.2. Through 10th Medical Group(10 MDG), perform medical records reviews when requested by 34 TRW/CC or 34 TRW/CV to assess the medical related behavior outlined in paragraph [4.1.1.6](#).

3.4. Youth Program OPRs or Sponsors will:

3.4.1. Contact the Director of Staff, 34th Training Wing (34 TRW/DS) a minimum of two months prior to any event or program start date to initiate cadet screening per Section 4. No later than two weeks prior to the activity start date, review which cadets are assigned to the activity and ensure all cadets on the roster are screened a second time for any last-minute change of status and approved by 34 TRW/CC or 34 TRW/CV.

3.4.2. Identify points of contact in the programs listed in Table 1.1. Programs may be added to this listing per paragraph [1](#)., or removed per annual review.

3.4.3. OPRs or Sponsors will ensure all cadets are screened prior to any interactions between cadets and youth.

4. Criteria For Records Check Disqualification:

4.1. The list of all USAFA cadets participating in programs or events involving youth will be reviewed by the 34 TRW. An installation records check must be performed in accordance with DoD Instruction 1402.5, paragraph E6.1.3, and the cadet must have a current security clearance. If a current security clearance is not available, a name check of the Joint Clearance and Verification System (JCAVS) must be completed. All information of record, both favorable and unfavorable, will be assessed in terms of its relevance, recentness, and seriousness. Final suitability determinations will be made by the 34 TRW/CC or 34 TRW/CV. USAFA criteria that will result in disqualification of a cadet include, but are not limited to, the following:

4.1.1. Mandatory Disqualifying Criteria.

4.1.1.1. Failing to possess a security clearance or to pass another form of appropriate national agency check applicable to criminal history background checks as referenced in DoD Instruction 1402.5.

4.1.1.2. Any conviction for a sexual offense, any felony, a violent crime, or a criminal offense involving a child or children.

4.1.1.3. Cadets who are currently or were ever on honor or conduct probation, cadets with an unfavorable information file, cadets on the Cadet at Risk List, or cadets with a Security Information File.

4.1.1.4. Conduct and behavior, to include improper sexual acts, that because of the circumstances in which they occur, may indicate untrustworthiness, unreliability, lack of judgment, or irresponsibility in working with children.

4.1.1.5. Offenses involving arson, homicide, fraud, assault, battery, or other abuse of a victim, regardless of age of the victim, or any offense involving possession or use of a firearm.

4.1.1.6. Any illness or condition (mental, physical, emotional and or behavioral) that in the opinion of a competent medical authority, may cause a defect in judgment and (or) reliability.

4.1.1.7. Evidence or documentation of substance abuse or dependency.

4.1.1.8. Illegal or improper use, possession, or addiction to any controlled or psychoactive substances, narcotic, cannabis, or other dangerous drug.

4.1.2. Discretionary Criteria (Normally Disqualifying).

4.1.2.1. Any act by a cadet or documentation that may tend to indicate poor judgment, lack of maturity, unreliability, or untrustworthiness in working with others.

4.1.2.2. A finding of negligence in a mishap causing death or serious injury to a child or dependent person entrusted to their care.

5. Suitability Considerations:

5.1. In making a determination of suitability, the evaluator shall consider the following additional factors to the extent that these examples are considered pertinent to the individual cadet:

5.1.1. The nature and seriousness of the conduct.

5.1.2. The recentness of the conduct.

5.1.3. The age of the individual at the time of the conduct.

5.1.4. The circumstances surrounding the conduct.

5.1.5. Contributing social or environmental conditions.

6. Requirements For Program Participation:

6.1. The 34 TRW/CC or 34 TRW/CV, program OPRs, Sponsors, and individual cadets participating in programs or activities with minors will, to the maximum extent possible, attend the Child Abuse and Prevention Protocol briefing provided by USAFA Family Advocacy. This briefing is designed to protect children from abuse and to help workers avoid accusations of abuse. 34 TRW/CC may waive attendance by any cadet if circumstances warrant.

DAVID G. CURDY, Colonel, USAF
Director, Plans and Programs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Instruction 1402.5, "Criminal History Background Checks on Individuals In Child Care Services," January 19, 1993.

DoD 5400.11-R, "Department of Defense Privacy Program," 13 December 1999

DoD 5200.2-R, "DoD Personnel Security Program," January 1987

Abbreviations and Acronyms

BSA—Boy Scouts of America

JCAVS—Joint Clearance and Verification System

USFA—United States Air Force Academy